



LONDON BOROUGH OF RICHMOND UPON THAMES
Orleans Primary School
Hartington Road, Twickenham, TW1 3EN

**Approved Minutes for Full Governing Board meeting held on
Wednesday 24th March 2023 at 6.30pm in the school**

Constitution, Membership and Attendance

LA - 1	PARENTS - 2	CO-OPTED - 8	STAFF – 1 + Headteacher
Tony Bendelow - TB	Caroline Green – CG	Alex Axiom - AA	Phoebe Du Parcq - PD (Headteacher)
	Julia Shute - JS	Mark McKiernan - MM	Loretta Lau - LL
		Yervand Sarkisyan - YS	
		Alan Watkinson - AW	
		Dinaz Zaq - DZ	
		Rosalind Orchard - RO	
		Philip Moshi - PM	
		Lucy Bassett - LB	

Also attended: Julie Duffy (Clerk), Alex Jones AJ (Deputy HT)

Papers circulated for review:	<ul style="list-style-type: none"> • FGB draft minutes (parts I and II) 22 March 2023 • Agenda 24th March • HT report • Budget Monitoring Report 2023 • Orleans Budget Changes Report • Pay policy • Example SDP and SEF • Open letter re school funding • Skills Audit May 2023 • Behavioural visit report March 2023 • Closing the Gap visit report May 2023 • EYFS visit March 2023 • Safeguarding report March 2023 • SATs visit May 2023
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ITEM	DISCUSSION	ACTION
1.	Apologies: None	
2.	Declarations of interest: There were no declarations of interest with respect to items on this agenda.	
3.	Membership and constitution: <ul style="list-style-type: none"> • It was noted that TB's office due to end on 31st August. He agreed to stand for another term. • It was noted that AW will leave at the end of the academic year. • It was noted that AA's term of office ends in October 2023. 	

	ACTION: RO to look at gaps in the governors' skills audit to help find a suitable replacement for AW.	RO
4.	<p>Minutes and matters arising: Governors approved the minutes of the last meeting held on 22nd March 2023. The actions of part II were all complete. There was some discussion around some of the actions of part I:</p> <p>PD informed governors that all 16 full-time places in the nursery have been allocated. The morning-only session is at capacity with 10 children and there are slots in 10 afternoon only-sessions only because all offers have not yet been accepted. The LA is the admitting authority and due process was followed. The nursery is on target to generate the predicted £58k as per the budget.</p> <p>PD informed governors that she had not yet found someone to update the school website. This would remain as an ongoing action.</p> <p>ACTION: Low-cost website updates possibly using a student?</p> <p>PD informed governors that due to data protection the school are not allowed to use photographs of children who have left the school so they have amended the consent forms and sent them out to parents to allow use of photographs for up to 5 years after the children leave.</p> <p>ACTION: Follow up on photograph consent form to ensure compliance.</p>	<p>PD</p> <p>PD</p>
5.	<p>Headteacher's written report: The report is in Governor Hub and was taken as read. The governors discussed the report and raised some questions.</p> <p>PD told governors that in terms of admissions, it looks like there are spaces at the school but this is because there are some children still on roll and we need confirmation before we can take them off roll.</p> <p>Q: Does the school have waiting lists? A: Yes, we have a waiting list. There is one place coming up in year 6 and once place in reception which will be filled before the end of term.</p> <p>PD informed governors that lots of trips and visits have happened this half-term and that it was a short term due to lots of four-day weeks.</p> <p>The governors had a discussion around school trips and the cost of school trips. PD told governors that some families were struggling to afford the more expensive trips and so in future they would look to stay more local, thus saving on expensive coach fees. She also informed governors that they would consider using public transport in future. Governors agreed that due to the cost</p>	Support

	<p>of living crisis, the cost of school trips should be kept to a minimum.</p> <p>The governors had a discussion around attendance and PD informed them that she has a meeting with the Education Welfare Officer (EWO) just after half term which would focus on those lowest attending families.</p> <p>Q: Are there many low attending families? A: There are 10 families with persistent low attendance. The main problem with attendance is families going on holiday during term time and we may introduce penalty notices for those going on holiday during term time as this has proven to be effective in the past. We will ask parents to think again about taking holidays during term time as the number 1 measure of safeguarding at school is attendance. As our attendance is now below 95% this will have a negative impact if there is an Ofsted review.</p> <p>Governors agreed that attendance has a major impact on the academic success of the child. PD will send a reminder about attendance expectations at the start of the new term.</p> <p>ACTION. PD to send letter to parents re attendance expectations.</p> <p>PD informed governors that they had had a subject data access request from a parent. She told governors that all the information is being sent and that she had informed the school's data protection officer (DPO)</p> <p>Q: Relationships and Sex Education (RSE) has been in the media recently. Have there been any queries from parents? A: We covered this in the newsletter as we were aware of what was happening in the media. We reminded parents about the subject matter in each year group. We wanted parents to know so they can have conversations with the children and be aware of what they were learning. One family were concerned about the relationships side of things so we sent out the curriculum map for that year group. We also gave a gentle reminder that families can withdraw from sex education but not relationships.</p> <p>Q: How were the anxiety workshops received? A: They were well received and we had lots of very positive feedback. About 20-30 families attended.</p> <p>Q: How do you identify if a child has anxiety? A: It depends on the individual. In some cases, we broach the subject sensitively with parents, but in others the parents approach the school.</p>	<p>Inform</p> <p>Inform</p> <p>PD</p> <p>Inform</p> <p>Inform</p>
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	<p>Q: What methods are you using to reduce teachers' workloads? A: We are looking at all the subscriptions we have and reducing some of these. Interventions are now also more evidence based, so there are less, but they work smarter. We always look at our systems with an eye to reducing teacher workload.</p> <p>One of the governors had attended a seminar regarding the education system and the lack of achievement in boys. Boys typically under-perform throughout education against their female peers. Generally, girls do well until a decline in STEM subjects in secondary and further education. The governors regularly look at this in Q&S and said that at Orleans there is not much difference between boys' and girls' results.</p> <p>ACTION: Clerk to add to Q&S agenda - boys v girls results.</p>	<p>Challenge</p> <p>Challenge</p> <p>Clerk</p>
6.	<p>Strategic:</p> <ul style="list-style-type: none"> • The SDP and SEF will be discussed in depth at the next meeting. (ACTION) • An example of the new format is on Governor Hub. This format will take over from September. • Governors should be involved in setting priorities for the new SDP so PD suggested using part of the Summer 2 meetings to cover the new objectives. <p>The governors had an extensive discussion around the SEN budget and how it is monitored. This subject has been covered in F&P and it was agreed that the expenditure is notional and is not ring fenced. The problem is compounded because SEN income is always paid in arrears and EHCP plans take a long time to get approved. Governors felt that to report minutely on SEN income and expenditure would require a full-time accountant. PD reminded governors that SEN is part of the overall school provision, not separate to it.</p> <p>Q: How do you measure how you achieve the SEN targets? A: Each child has a plan and is being continuously monitored.</p> <p>Q: How do governors see that this is being monitored? A: The SEN linked governor comes in to the school and checks the provision is aligned with the needs of the children and questions if this is working.</p> <p>PD informed governors that there are 11 pupils with EHCP plans at Orleans and 11 with one-to-one support. However, only one of those plans actually states that the child requires one-to-one support so the school will gradually be withdrawing this support to be in line with the children's EHCP plans. Governors were concerned that this was due to budgeting issues and that the SEN children were losing out. PD has a background in SEN and felt that</p>	<p>Inform</p> <p>Challenge</p>

	<p>sometimes teachers falling back on a one-to-one model can inhibit life chances of SEN children and it is better to improve the school's universal offer and to empower teachers to keep those children in the class with the other children.</p> <p>ACTION: F&P summer 2 to discuss SEN from a funding standpoint, not provision.</p> <p>PD informed governors that she has asked the LA for a SEN review to look at the provision for SEN across the school. When it comes to an Ofsted review, the SEN provision, or lack of, can put the school into 'inadequate' and 'requires improvement'. PD invited governors to attend this review.</p> <p>ACTION: Governors to be invited to SEN review.</p> <p>PM informed governors about a very insightful 45-minute lecture he had watched regarding schools' approach to SEN funding. He felt it important that the linked governor, SBM and Senco watch this lecture.</p> <p>ACTION: PM to share SEN lecture link with PD. MM, SBM and RJ.</p> <p>A joint letter to the secretary of state for education from chairs of governors of South West London had been circulated. This has been written in conjunction with the local MP Munira Wilson (MW) and highlights the current challenges faced by schools. RO and PM gave a summary of the MW visit to Orleans Primary. PD had steered the conversation towards school funding and raised issues around energy costs and strikes. It was a positive visit and PD felt that the school's voice was heard.</p> <p>PD told governors that she is still looking for a wellbeing practitioner to be based in the nurturing room for half a day per week.</p> <p>The governors discussed the responses to the Ofsted questions which had been shared in advance. They discussed the processes around an Ofsted visit and it was felt that at least 2 or 3 governors would be needed to answer questions (more if possible) so governors should familiarise themselves with this document. Governors reminded PD to share the parent review survey with parents each term so that they were familiar with the process.</p> <p>ACTION: Clerk to add governors' responses to Governor Hub ACTION: Parent review survey reminders to be sent out half termly.</p>	<p>Inform</p> <p>PD</p> <p>Inform</p> <p>Support</p> <p>Clerk PD</p>
7.	<p>Finance:</p> <p>The changes that had been made to the budget since the last meeting had been shared with the governors in the Budget Changes Report. There had been movement around voluntary</p>	

	<p>funding and lettings but the budget still has the same end point in three-years' time.</p> <p>Governors were concerned about the reduction in the budget for proposed salary increases which had dropped from 6% to 4.5%. This had been done because the government had agreed to fund any pay increase above 4.5%. The governors debated the financial risk of lowering it from 6% to 4.5% but it was felt that further cuts could be made if the funding promise could not be met.</p> <p>Governors felt that the school fund could be doing more for the school if guided in the right direction.</p> <p>The governors had a discussion around the overstating of the lettings income and wanted to know what had gone wrong. PD told governors it was a human error that had been made in breaking out the JAG income as a separate line item. JAG is a revenue share, not a lettings fee.</p> <p>Governors approved Final Draft 2 of the budget with the caveat that they didn't fully know the staffing budget at this point.</p> <p>The Governors had a discussion around approving the accounts for Orleans Primary School Foundation (OPSF). Governors clarified that, in terms of charity rules, OPSF have done more than is statutory. Each year there is a debate around paying for the Just Giving website, and it has been previously agreed that this is the best approach for managing the fund.</p> <p>ACTION: OPSF accounts to be circulated by email to FGB.</p> <p>One governor suggested OPSF approach school alumni for support as well as members of the community.</p> <p>ACTION: Raise awareness of OPFS via the twitter account and school alumni.</p>	<p>Challenge</p> <p>Accountability</p> <p>Approve</p> <p>CG</p> <p>PD/CG</p>
8.	<p>Reports from committees:</p> <p>The chairs summarised the meetings as minutes had not yet been circulated.</p> <p>Q&S:</p> <ul style="list-style-type: none"> The MFL lead, Ellen Bowers, presented governors with the Language Angels programme which is updated regularly and linked to key stage assessments. There is a great depth of language expertise across the school and year 5 and 6 classes now switch teachers to support teachers' personal strengths. One teacher who used to be a personal trainer is now taking PE classes. Kate Sanderson Turner is fluent in French so she covers those lessons. 	

	<ul style="list-style-type: none"> • The school no longer has a specific language teacher (previously agency staff) and so the school no longer deliver French in KS1 as it is not a statutory requirement. • The Performance data was strong in progress and attainment. Reading and maths were both very good. Writing is still tracking lower as we have seen. A high proportion of Year 6 are reaching Age Related Expectations (ARE). However specific pupils in year 4 had regressed and there was a discussion around SEN pupils and how to use data to track their progress. • There will be a KS1 moderation after half term and KS2 writing moderation to check teacher assessments. • The Spring SIP report was discussed along with writing. • PPG pupils are closing the gap. <p>Q: Did the SATs go well?</p> <p>A: Yes. Pupil anxiety seemed very low. CG visited during the SATs and reported that it was very calm and everyone took it in their stride. The SAT results will be in on 11th July and will be shared with governors.</p> <p>PC&C:</p> <ul style="list-style-type: none"> • The HT gave an update on staff wellbeing. There have been some changes in office staff but all was working well. • Staff exit surveys are working - responses have been received. • The HR provider has been changed and the Pay policy is much clearer. • The Children's pupil survey has been done but the results have not yet been circulated. (ACTION) • The governors advised PD to send a year 6 parents' and children's survey. • SATS KS1 and KS2 had all gone well. • There has been an improvement in behaviour and 'roasting' was no longer an issue. • Allegations against staff policy needs revisiting as there was an overlap with other policies and it was very long. • The Pay policy previously had governors doing everything. Governors agreed to delegate the operational running of the school to the HT and governors will oversee any decisions. • Regarding the Pay Committee, governors agreed that currently there is not sufficient work at Orleans to allow progression into or within the upper pay range. If a ceiling had been reached, and progression within the school was not possible, then there was a motivational plan in place 	
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	<p>for staff who are staying. The aim was to develop future leaders as there is limited leadership opportunities within such a small school.</p> <ul style="list-style-type: none"> The pay policy will go back to PC&C to agree the finer details. <p>F&P:</p> <ul style="list-style-type: none"> Everything had already discussed in the Finance section above. The school now provide stationery for the children (parents can support financially if they are able). There will be a locked stationery cupboard and bulk ordering of supplies to save costs. 	
9.	<p>Governor Visits:</p> <ul style="list-style-type: none"> The chair thanked governors for their visits. The reports had been shared in Governor Hub. AW has yet to do a Reading Visit. YS is yet to do a visit on the Quality of Education. DZ will recap with the SBM for Health & Safety. Governors are attending SLT meetings on rotation. <p>ACTION: SLT dates and rota to be shared with governors.</p>	PD/AA
10.	<p>Policies:</p> <ul style="list-style-type: none"> The pay policy was approved subject to detail being agreed at PC&C. 	Approve
12.	<p>Governor training and development:</p> <p>Governors were reminded to report any training undertaken identifying three things learned from the training and how it links to the SDP.</p> <p>RO had attended Whole School approach to mental health, and learned about Mental Health teams in schools. She said it was useful to find out how much being present in the playground and how staff greet the children at the start of the day can make a big difference to their wellbeing.</p> <p>She also completed Leading in Governance and the New Chairs Induction Training.</p> <p>JS attended Understanding the Curriculum and it helped her to understand KS1 v KS2.</p> <p>AA had attended Safer Recruitment and Equal Opportunities but said this was very employment based and could be made more education based.</p> <p>The training audit had been shared and the chair asked governors to please look at any gaps when undertaking future training.</p> <p>ACTION: Governors to ensure their training is in the training audit.</p>	FGB

	Safeguarding training takes place at school each September. PD to share dates with governors of this or any other relevant training that governors could attend. ACTION: PD to share training dates with governors.	PD
13.	Chair's actions: <ul style="list-style-type: none"> A card had been sent to Year 6 teachers thanking them for all their hard work. 	
14.	Termly Business: None	
15.	AOB: <ul style="list-style-type: none"> Diary dates 2023/24. Clerk to ensure gap for minutes to be written and circulated before FGB. <p>The meeting finished at 20.10.</p>	
16.	Date of next meeting: Wednesday 12 th July at 6.30pm.	

Item	Action	By Whom	By When
3.	Look at gaps in the governors' skills audit to help find a suitable replacement for AW.	RO	Summer 2
4.	Low-cost website updates	PD	Ongoing
4.	Follow up on photograph consent form to ensure compliance.	PD	Summer 2
5.	Send letter to parents re attendance expectations.	PD	Autumn 1
5.	Boys v girls results (seminar re underachievement in boys).	Clerk	Q&S Summer 2
6.	SDP and SEF to be discussed in FGB Summer 2.	Clerk	Summer 2
6.	Discuss SEN from a funding standpoint (not provision).		F&P Summer 2
6.	Governors to be invited to SEN review.	PD	Summer 2
6.	PM to share SEN funding lecture with PD. MM, SBM and RJ.	PM	Summer 2
6.	Add governors' Ofsted responses to Governor Hub	Clerk	Summer 2
6.	Ofsted parent review survey reminders to be sent out half termly	PD	Summer 2
7.	OPSF accounts to be circulated by email to FGB.	CG	Summer 2
7.	Raise awareness of OPFS via the twitter account and school alumni.	CG/PD	Summer 2
8.	Circulate children's pupil survey results.	PD	Summer 2
9.	SLT dates and rota to be shared with governors.	PD/AA	Summer 2
10.	Governors to ensure their training is in the training audit.	FGB	Summer 2
10.	Share safeguarding & other training dates with governors.	PD	Summer 2